



United States Bankruptcy Court District of Kansas

Position Vacancy Announcement 02-W-2

Position: Property and Procurement Specialist
Location: Wichita, Kansas
Starting Salary Range: CL 27/1 (\$36,212) - CL 27/61 (\$58,896)
Opening Date: November 18, 2002
Closing Date: November 29, 2002

Introduction

This position will be located in Wichita Kansas. The U.S. Bankruptcy Court has three divisional offices: Wichita, Kansas City, Kansas, and Topeka, each of which consists of a deputy-in-charge and operational support staff. Wichita also serves as the Court's headquarters office, where the Clerk, Chief Deputy Clerk, and administrative staff are located. There are four full-time United States Bankruptcy Judges in the District.

Position Overview

The Property and Procurement Specialist is concerned primarily with the acquisition and delivery of goods and services for the operational requirements of judges' chambers and the clerk's offices. Property and procurement functions include, but are not limited to: acting as liaison with General Services Administration (GSA) and the Administrative Office of the U. S. Courts; identifying and communicating effectively with vendors; assuring compliance with governing regulations; procuring supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts; assisting in budget preparation and tracking obligations/expenditures; responsibility for space, facilities, and parking, including familiarity with space-related rules and recommending space, facilities, and parking needs; coordination of building security, including development and communication of security plans; operation of an automated court financial system; monitoring equipment maintenance and rental agreements; maintaining the inventory listing of property and conducting inventory reconciliations; contracting for maintenance and repair of equipment and furniture; coordinating with GSA on maintenance related to working conditions; processing bills and invoices for payment to vendors and contractors; responsible for all telecommunications in the three divisional offices; occasional lifting of heavy boxes and moving of furniture; occasional traveling to divisional offices in Kansas City and Topeka is necessary.

Qualifications

Minimum:

Applications or resumes should describe in detail: Applicant's skill in the use of automated systems in a Windows environment; skill in oral and written communication; ability to communicate information accurately and in a timely manner with a wide variety of individuals within and outside the court unit; ability to manage multiple assignments with restricted deadlines; skill in operating and maintaining copying and mailing equipment. Applicant must possess a high school diploma or equivalent and have at least three years of progressively responsible purchasing/procurement experience.

Preferred:

Preferred qualifications include: Bachelor's degree in business or closely related field; life-cycle property management experience, including bidding, purchasing, receiving, placement, maintenance/inventory, and disposal; purchasing and inventory accounting experience in state or local government, in federal government (particularly in negotiating government contracts), or in a federal court environment; telecommunications purchasing and management experience; budget or spending plan experience.

Information to Applicants

Although not included in the federal government's Civil Service classification, employees of the United States Courts are entitled to similar benefits as other federal employees including annual leave, sick leave, choice of health benefit plans, life insurance, long-term disability insurance, long-term care insurance, Flexible Spending Program (e.g., pre-tax contributions for medical/dental/optical expenses and dependent care expenses), participation in the Federal Employees Retirement System, and Thrift Savings Program. There are thirteen paid sick leave days per year and thirteen paid vacation days per year for the first three years of employment; thereafter, *up to* twenty-six vacation days per year. There are ten paid holidays per year. This position is subject to mandatory electronic fund transfer participation for payment of net pay. No funding is available for travel for interviews or relocation. The successful candidate for the position is subject to a background check. The best qualified applicants will be invited for personal interviews. ***The United States Court is an Equal Opportunity Employer.***

Application Procedure:

All applicants must submit a detailed, *typewritten* or *computer-generated* resume. In addition to the resume, a *typewritten* or *computer-generated* A.O. 78, "Application for Judicial Branch Federal Employment" must also be submitted, which may be obtained from the U.S. Bankruptcy Court web site at www.ksb.uscourts.gov or from any of the U. S. Bankruptcy Court Clerk's Offices located at 401 N. Market, Rm. 167, Wichita, Kansas; 500 State Ave., Rm. 161, Kansas City, Kansas; 444 Southeast Quincy, Rm. 240, Topeka, Kansas. A written request for the A.O. 78 may also be sent to the address below, or through a fax request to H. R. Manager - Fax # 316/269-6181. Please reference PVA 02-W-2 and state your mailing address. Send the resume and A.O. 78 to:

**Human Resources Manager
U.S. Bankruptcy Court
401 N. Market, Rm. 167
Wichita, Kansas 67202**